

# Special Notice To Animal Services Officer Applicants

Applicants for the Sandy City Police Department must pass the written standard test now required for acceptance to Utah Peace Officers Standard and Training (POST). Acceptable score for Sandy City is 80 percent. Written test scores will be used to screen for Police Officer positions with Sandy City.

The written test is administered at the following locations on an on-going basis:

**Salt Lake Community College Skill Center**

1575 South State W-124  
Salt Lake City, UT 84115  
(801) 957-3257 ext 3

**Bridgerland Applied Technology Center**

1301 North 600 West  
Logan, UT 84321  
(435) 750-3188

**Utah Valley State College Assessment**

800 West 1200 South  
Orem, UT 84058  
(801) 863-8269

**Dixie College Admissions Testing Center**

225 South 700 East  
St. George, UT 84770  
(435) 652-7692

**Weber State University Testing Center**

Ogden, UT 84408  
(801) 626-6803

**College of Eastern Utah Testing Center**

Price, UT 84501  
(435) 637-2120, ext 5325  
(closed in the summer)

All Applicants will be required to submit the following documents at the time of application:

- ☐ Completed Sandy City Application for Employment
- ☐ Sandy City Police Department addendum for Animal Service Officer
- ☐ Current Resume
- ☐ Original Test score from Peace Officer P.O.S.T. standard entrance examination (min. Score of 80%) unless already P.O.S.T. certified

**Reminder:** The listed testing centers require a two-week period to score P.O.S.T. examinations.

Sandy City only accepts applications during an advertised testing process. After initial application, you **will be notified by e-mail** of how the testing process will continue. You will not receive any additional information until after a recruitment has officially closed.

**ADDENDUM TO SANDY CITY  
EMPLOYMENT APPLICATION FORM  
“For Animal Service Officer Applicants Only”**

Name: \_\_\_\_\_

1. Are you a US Citizen? Yes ( ) No ( )
2. Are you at least 21 years of age? Yes ( ) No ( )
3. Have you ever been convicted of a crime for which  
you could have been imprisoned in this or any other state? Yes ( ) No ( )

If yes explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Have you ever been convicted of an offense involving  
dishonesty, unlawful sexual conduct, physical conduct,  
physical violence, domestic violence, or unlawful use,  
sale or possession for sale of a controlled substance? Yes ( ) No ( )

If yes explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. High School Graduate or GED? Yes ( ) No ( )
6. Do you currently hold a peace officer certification? Yes ( ) No ( )  
Name of Certificate: \_\_\_\_\_  
(Utah Special Function officer, Peace Officer etc.)

7. College Education

| College Name | Major | Hours Earned |
|--------------|-------|--------------|
|              |       |              |
|              |       |              |
|              |       |              |

**Include copies of Peace Officer Certification(s) and any degree or certificate of education with this application.**

## **SANDY CITY DEPARTMENT APPLICANT INFORMATION SHEET**

This information sheet is intended to guide you in the application, screening and hiring process of the Sandy City Police Department for the position of Animal Services Officer.

Before being accepted to a P.O.S.T. training program for the purpose of achieving that certification, an applicant must:

- Be a United States Citizen.
- Be at least 21 years old at the time of appointment as a peace officer.
- Not have been convicted of a crime for which the applicant could have been punished by imprisonment in the penitentiary of this state or another state.
- Not have been convicted of an offense involving dishonesty, unlawful sexual conduct, physical conduct, physical violence, or domestic violence.
- Not have been convicted of an offense involving the unlawful use, sale, or possession of a controlled substance within the last 5 years.
- Be a high school graduate or furnish evidence of equivalent achievement.
- Must demonstrate good moral character as determined by a background investigation.
- Be free of physical, emotional, or mental conditions that might affect adversely the performance of duty.

### **Application and Screening Process**

Note: All applicants become equals at the start of the next phase

#### **Stage 1            Application**

The Sandy City Police Department accepts applications from all candidates who meet the minimum qualification for employment during each testing process. All interested applicants must submit (1) a Sandy City application, (2) Animal Services Officer Addendum (attached), (3) a current resume and (4) a test score from Peace Officer (POST) standard entrance examination (minimum score for Sandy City of 80%).

Applicants will be invited to test based on a review of the application and resume. Specifically, we will evaluate your education and training, work history, and related experience. Sandy City Police Department may give selection preference for college, business or trade school attendance and prior experience and/or certification.

#### **Stage 2            Initial Testing Day – 3 parts**

**Written test-** All applicants must complete the written standard test presented by the Sandy Police Department. All applicants who achieve above a minimum score will move on to the next testing portion.

**Physical test-** All applicants must be able to pass the P.O.S.T. physical standards at the P.O.S.T. entry level requirement. This includes a vertical jump, 300 meter run, 1 ½ mile run, push-ups, and sit-ups. Only applicants passing all tests will move on to the next testing portion.

**Typing test-** All applicants will be required to take a typing test in which they must be able to type 30 words per minute. This test will be done in the presence of Sandy Police proctors.

#### **Stage 3            Oral Board**

Based on testing and personal history interviews, you may be scheduled for an oral board. The selection board will conduct an interview with each applicant to assess which applicants will best complement the goals and philosophy of the Department.

**Stage 4            Background Investigation**

When a position becomes available and prior to offering a position, police investigators will conduct a thorough investigation on the top applicants.

**Stage 5            Pre-employment Polygraph**

You will be requested to take a pre-employment polygraph test.

**Stage 6            Chief's Interview**

The Chief of Police will conduct a one-on-one interview with each applicant as a final determination in offering a position. All final hiring decisions are made by the Chief of Police following a recommendation of the selection committee.

**Stage 7            Job Offer/Medical Assessment/Drug Screening**

Each new employee will be given a physical assessment and a drug screening by the City's provider. They will also attend new employee orientation.

**Stage 8            Police Academy**

Those new officers not currently state certified through P.O.S.T. will be enrolled in the State's Academy at the first available time. The first day of employment may be contingent on that enrollment.

**Stage 9            Field Training**

Field training for animal services is a minimum of six weeks.

**Stage 10          Probation**

Each new officer will be in a probationary status for a period to be determined at the completion of the field training and based upon that officer's performance. This is generally one year from date of hire.

A complete list of essential functions and minimum requirements of the position may be obtained from the Human Resources Office. Sandy City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call (801) 568-7151. Sandy City does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetics, protected veteran's status or any other class protected by applicable federal, state and local employment law. Sandy City is a drug-free workplace and an Equal Opportunity Employer. If you have any questions at any phase of the process, please contact the Human Resources Office.